



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

16-46

VACANCY ANNOUNCEMENT - JEDDAH

03-30-2016

RE-ADVERTISEMENT

OPEN TO	ALL INTERESTED CANDIDATES/ ALL SOURCES
POSITION	EDUCATION ADVISER, FSN-08 POSITION NUMBER: 100112
OPEN DATE	TUESDAY, APRIL 12, 2016
CLOSING DATE	OPEN UNTIL FILLED
WORK HOURS	FULL TIME, 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT (OR): POSITION GRADE FSN-8, SR 98,182 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-06, US\$ 46,093 PER YEAR -- SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM -- FINAL GRADE/ STEP FOR NORs WILL BE DETERMINED BY WASHINGTON. --U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

NOTE:

- **ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK / RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Jeddah, Saudi Arabia is seeking eligible and qualified applicants for the position of Education advisor at the Public Affairs Section (PAS) Office.

BASIC FUNCTION OF THE POSITION

Manages and operates the Educational Advising Center at the Consulate General in Jeddah, strengthening the international education exchange between the United States and Saudi Arabia.

The incumbent advises and supports foreign students wishing to study in the United States, and provides a link between U.S. institutions, the Consulate General, and Saudi educational facilities.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Bachelor's Degree from a U.S. regionally-accredited institution in Social Science, Business, Education, or other related field or degree is required.
2. **EXPERIENCE:** Two to three years of counseling, training, teaching or related field experience is required. One year of management experience is required.
3. **LANGUAGE REQUIREMENTS:** Level IV (*Fluent –Speak/Read/Write*) English and Arabic. Skills will be tested.
4. **SKILLS & ABILITIES:** Strong public speaking and presentation skills required. Communication and persuasion skills, strong management and planning skills. Knowledge of financial management. Ability to be flexible in the face of changing circumstances.
5. **JOB KNOWLEDGE:** Must understand the MSRP goals relating to Public Diplomacy in Saudi Arabia; understand and support other PD activities relating to education; understand visa procedures for students wishing to study in the U.S. and understand the Saudi educational system and scholarship opportunities. Must have excellent and detailed knowledge of the American educational system at all levels, from elementary school to post-graduate study. Must stay current on new information in these fields.

FOR FURTHER INFORMATION: The complete position description listing the duties and responsibilities for this position may be obtained by sending an email to the Human Resources Office (email address: HRORiyadh@state.gov).

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER

- 1) AEFM/USEFM who is also a preference-eligible U.S. Veteran*
- 2) AEFM/USEFM
- 3) FS on Leave without Pay (LWOP)**

***IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR

Office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****This level of preference applies to all Foreign Service Employees on LWOP.**

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Currently OR employees serving a probationary period are not eligible to apply. Current OR employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Currently NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the needed security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (DS-174), which is available on our website or by contacting Human Resources (See "For Further Information" above);
2. A clear copy of valid Saudi / GCC identity card or iqama card / work permit.
3. A clear copy of valid Saudi driver's license.
4. Any additional documentation that supports or addresses the requirements listed above (e.g. educational certificates or copies of degrees earned, copy of essays, awards and certificate of employment).

WHERE TO APPLY:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: JEDDAH-VA16-46-EDUCATION ADVISER

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS HRORIYADH@STATE.GOV.**

(Note: Multiple files will not be considered)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all

personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or s-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or s-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute of Taiwan; **and**
- Is under the Chief of Mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and is under Chief of Mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under Chief of Mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the Foreign Service or Civil Service.

Member of Household (MOH): An individual accompanies or joins a sponsoring employee, i.e. sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is a local resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.